

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR PROGRAMMER ANALYST

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Senior Programmer Analyst is the third level in a three level IT Programmer Analyst series. Incumbents are responsible for serving as a lead worker, performing advanced professional project management activities requiring collaboration with internal [and external](#) departments [as well as other governmental agencies and third party vendors](#) to determine adaptability of work systems to computerized data processing in the areas of business systems, geographic information systems (GIS), and/or Internet/Intranet systems, and making recommendations for business process re-engineering or the development and implementation of computer programs. Incumbents are also responsible for researching, analyzing, designing, developing, [recommending](#), implementing, training, supporting, and maintaining applicable systems and processes.

The Senior Programmer Analyst is distinguished from the Programmer Analyst by its responsibility for developing complex, enterprise-wide and/or politically sensitive applications and systems.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Serves as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods. | Daily
10% |
| 2. | Manages large, complex system and application development projects in assigned area of responsibility, which includes: developing and maintaining project plans and schedules for the development and maintenance of information technology projects; identifying software and hardware requirements; conducting impact analyses; developing training and implementing considerations; and/or, performing other related activities. | Daily
25% |
| 3. | Designs, codes, tests, implements, and maintains complex, enterprise-wide computer programs, databases, and/or other automated applications for large-scale projects based on input from users and/or applicable specifications. | Daily
15% |
| 4. | Identifies, designs, and implements modifications, enhancements, and upgrades to existing programs. | Daily
5% |

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5.	Provides advanced technical support to end-users related to hardware and/or software issues, diagnosing problems and identifying solutions to resolve problems.	Daily 5%
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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
6.	Interviews users to determine operational requirements and translates needs into computer application designs; analyzes departmental procedures and/or problem areas with users; conducts feasibility studies to determine suitability for computer application development and/or modification.	Weekly 10%
7.	Develops client interfaces for GIS, Internet, and business systems applications utilizing various programming languages.	Weekly 5%
8.	Develops, facilitates, and evaluates training for end users.	Weekly 5%
9.	Documents application programs at the system, application, and user levels.	Weekly 5%
10.	Researches and analyzes system hardware and software for potential use; prepares detailed and/or summary reports on findings and recommendations; works with vendors on the installation, operation, and maintenance of medium to large-scale hardware and software products running on various computer systems.	Quarterly 5%
11.	Performs special studies for applicable departments utilizing applicable analytical tools.	Occasion- ally 5%
12.	Leads and participates in the development of departmental technical standards. <u>Acts as a conduit between senior department management and organizational executive and technical teams to ensure alignment of work processes with overall organizational technology goals.</u>	Occasion- ally 5%
13.	Performs other duties of a similar nature or level.	As Required
14.	<u>May plan, design, and facilitate integration of existing and new hardware, software, and database solutions</u>	<u>As Required</u>

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	<u>POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:</u>
	<u>Positions assigned to Police Department may be responsible for:</u> <ul style="list-style-type: none">• <u>Maintaining knowledge of law enforcement policies and procedures</u>• <u>24 hour availability</u>• <u>Accompany police on field assignment/official police duty</u>
	<u>Training and Experience</u> (positions in this class typically require): <ul style="list-style-type: none">• Bachelor's Degree in Information Technology, GIS, or Computer Science and six years of related information technology experience are required; OR <ul style="list-style-type: none">• An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
	<u>Licensing Requirements</u> (positions in this class typically require): <p>Some positions, based on assignment, may require:</p> <ul style="list-style-type: none">• Basic Class C License• One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired• CLETS certification-police department• Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation (Not required upon successful completion of City of Fresno Helicopter In-Training program)

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Knowledge (position requirements at entry):

Knowledge of:

- Computer programming principles, practices and techniques;
- Data security principles and practices;
- Applicable programming languages;
- Database design, development, modeling, normalization and retrieval principles and practices;
- Project management principles and practices;
- Software development algorithms and data structures;
- Database design, development, modeling, normalization and retrieval principles and practices;
- Principles, policies, practices and operations in assigned area of responsibility
- Business methods and procedures;;
- Feasibility study practices and methods.

Skills (position requirements at entry):

Skill in:

- Prioritize and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Identifying solutions to business problems
- Analyzing business methods and procedures
- Developing and modifying computer programs
- Preparing technical documentation
- Manipulating, converting, and editing data
- Analyzing and designing automated computerized systems
- Analyzing business processes and making recommendations in support of operational efficiencies
- Analyzing and designing databases
- Integrating third party software with existing systems
- Analyzing, modifying, and creating efficient data processes
- Communicating technical information to a non-technical audience
- Managing projects
- Identifying business requirements, finding and evaluating alternative, presenting solutions, making recommendations, and following through to completion
- Designing, coding, testing, and implementing technological programming solutions
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007